

AS-BUILT PLAN REQUEST INFORMATION

- Plan requests are processed as expeditiously as possible in the order received. In most cases plan requests are completed within 10 business days.
- Provided electronic images are available, images will be provided via e-mail, FTP or CD at no cost.
- If no electronic images are available, requiring hard copy prints, costs are as follows:

Computer Prints: \$0.25 per sheet for sizes up to 11" x 17" and \$0.13 per square foot for sizes exceeding 11" x 17"
Microfilm Prints: \$2.50 per sheet for sizes up to 11" x 17" and \$7.50 per sheet for sizes exceeding 11" x 17"

How to Request Plans

1. Complete the [As-Built Plan Request Form](#); and, submit via the link in the upper right corner of form; OR, email to AsBuiltRequest@dot.ca.gov for quickest processing.

To submit by regular postal service, print completed form and mail to:

NRDE Engineering Support Unit
703 B Street, 1st Floor, Room 102
Marysville, CA 95901

RE: As-Built Plan Request

Additional Request Information

- ♦ A fully executed [Confidentiality Agreement](#) **must** accompany all requests for confidential structure documents.
- ♦ Caltrans Contractors must be referred by the current project's Resident Engineer to submit a plan request.
- ♦ Contract Bidders must be referred by the Contract Bidders Desk to submit a plan request.

What to Expect Once Your Request is Received

1. Private Individuals/Companies: Once the available plan set information has been compiled you will be notified. If there is a payment due, you will be informed of the amount and provided with instructions for payment. Once payment is received (or, if no payment is due) the plan set information will be provided to you.

2. Caltrans Contractors, Contract Bidders, Federal, State or Local Agencies and those doing business on behalf of a Federal, State or Local Agency: The plan set information will be provided to you free of charge.

Optional District 3 Resources

- ♦ Aerials – Will Wilson (530) 741-7105; Paul Dunham (530) 741-7368
- ♦ Encroachment Permits – Berinder Dhaliwal; Judy McCullough; Marilyn Sanger; Deborah Stage (530) 741-4403
- ♦ Right of Way Engineering (including limited utility information) – Greg Templeton (530) 741-7101; Dave Thibeault (530) 741-5305
- ♦ Electrical Design – Nelson Lee (530) 634-7622; Electrical Operations – Steve Block (530) 634-7619

Plan Request Contact

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Project Documentation Program Administrator
North Region Division of Engineering, Engineering Support

Telephone: (530) 741-5129

703 B Street, 1st Floor, Room 102, Marysville, CA 95901